

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 206-05

December 21, 2005

POSITION: Child Support Training Supervisor

DEADLINE TO APPLY: January 5, 2006

CLASSIFICATION: JFS Training Supervisor—Client Services
DEPARTMENT: Job & Family Services
LOCATION: Child Support Enforcement Agency Administration
222 E. Central Parkway
Cincinnati, Ohio 45202
WORK HOURS: 80 Hrs. Bi-Weekly
FLSA STATUS: Salaried/FLSA Exempt
SALARY: \$42,619.00 - \$58,011.00 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Bachelor's degree in a social services discipline plus three years of experience in the program area assigned including responsibility for client cases; or an equivalent combination of formal education and experience.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Experience in child support state and/or federal rules, regulations and law; experience involving writing business/policy correspondence or preparation of reports; position requires ability to prepare and present to large audiences; previous training experience; experience with Microsoft office software, Word, PowerPoint, Excel, Access; professional office deportment, good judgment, ability to work well under stress, ability to make decisions on your own and the ability to work cooperatively with other employees and supervisors. Knowledge in Child Support Program. Detailed financial background including state financial reports, SETS, CRISE, CSE, interpretation of financial corrections, adjustments, modifications to orders, court entries, and experience in a training environment.

Listed below is a brief summary of the JOB DUTIES:

Supervises each assigned new trainee through entire training sessions having technicians or other positions of employees, assigns work, monitors work to ensure accuracy, develop procedures for entire agency units providing consistent operational performance, monitors work accuracy, instructs compliance with child support regulations, directs and coordinates operations and office functions, trains, evaluates and mentors workers, recommends or initiates disciplinary action, interprets, implements agency policy as it relates to all unit operations, interviews applicants for employment, answer staff questions, guides through internal processes, complies with confidentiality regulations, demonstrates courteous and professional behavior at all times. Monitors usage of forms and sees that supplies are replenished, receives or transfers cases when appropriate, monitors attendance records of subordinate personnel, compiles, verifies, submits to supervisor all statistical and activity reports as scheduled, assists with supervision when another supervisor is absent, or as otherwise directed, reviews and updates enforcement desk aides, training tool and procedures. Handles all employee issues during training sessions inclusive of complaints and issues, which need to be addressed. Represents unit at meetings, works cooperatively with each unit and the respective leaders, attends workshops, training sessions, serves as liaison between units, staff and other agencies. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.